

# Automania

## Product Vendor Application

Return application to: **Automania Brandon, SD**  
**PO Box 622**  
**Brandon, SD 57005**

**Event Date: Saturday June 25th, 2016 1PM – 11PM      Application Deadline: March 30, 2016**

<i>Business Name:</i>				
<i>Mailing Address:</i>		<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>Contact Name:</i>		<i>Email Address:</i>		
<i>Phone Number – Day:</i>		<i>Phone Number – Evening:</i>	<i>Phone Number – Cell:</i>	
<i>SD Sales Tax Number:</i>		<i>Will you need electricity during the event? For "Yes," add \$50</i> <input type="checkbox"/> YES (add \$50)* <input type="checkbox"/> NO      *Very limited availability; see vendor guidelines.		
<i>Description of booth set up (wagon, display tables, etc.) and space needed:</i>				
<i>List products you wish to sell and describe distribution methods:</i>				
<i>All items below must accompany application:</i>				
<input type="checkbox"/> Product Vendor Fee – June 27 - \$400* per 10x10 space - Number of spaces needed: _____ *Subject to availability. Call office for details Bill: 605-951-5045, 605-582-3774 or 605-351-8585. <input type="checkbox"/> Copy of General Liability Insurance Policy certificate Automania Brandon as additionally insured  <i>*See General Guidelines</i>				
<p>The Automania Planning Committee will review all applications and reserves the right to reject any application. Organizers of these events make no guarantee regarding profit to be made by vendors. Vendors and exhibitors will receive and comply with the guidelines and rules as determined for AB sponsored events. Noncompliance will result in revocation of the privilege to vend or exhibit at this event. The undersigned certifies that he or she has read the Automania 2016 Vendor Guidelines provided with the application and agrees to abide by them. All vendors are responsible for complying with all City of Brandon and State of South Dakota rules and regulations pertaining to selling items.</p> <p>The undersigned also certifies that he or she agrees to indemnify and hold harmless the City of Brandon, Automania Brandon, Automania 2016 Planning Committee members, Automania 2016 sponsors, building owners and tenants from all damages, liabilities, costs and expenditures, including all legal fees, which may occur by reason of use of the designated site or participation in Automania 2016.</p>				

**I have read and agree to abide by the above statements and the attached Automania 2016 General Product Vendor Guidelines.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Automania

## Product Vendor Guidelines

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Event Date: Sat. June 25, 2016

The following Automania guidelines are provided for your benefit. Please help us to make this event a great success by cooperating. Following the Automania guidelines is a list of permits or licenses that you as a vendor may or may not need. If you have any questions about Automania 2016 or any of the Guidelines, please contact Bill Nelson at 605-582-3774, 605-951-5045, bill@automaniabrandon.com or Bernie Tyrrell 605-351-8585.

- Each vendor is responsible for supplying tables, chairs, a canopy, equipment, a garbage receptacle and other needs for operations.
- Each vendor must keep the area surrounding their booth location clean during the event. Vendors will also be responsible for cleaning the immediate area after the event, before they leave. Designated dumpster locations will be provided.
- Vendors who need electricity may have to supply their own generators and heavy-duty extension cords, and provide for their safe use. Generators should be placed so as to not interfere with the flow of pedestrian traffic or the ambient noise of the event. (If 20amps or less of electricity is needed, please inquire about outlet.)
- Instructions concerning the exact time and location in which vendor space may be accessed will be sent to applicants prior to the event. All vendors must be completely set up and ready for business by 1pm on the Saturday of the 25th of June, 2016.
- Vendors must have liability insurance for this event. At the time of application, we ask that you **submit a copy of your General Liability Insurance certificate listing "Automania Brandon" as additionally insured.** No one will be allowed to vend at Automania without this proof of liability.
- After all applications have been received, product vendors will be notified of acceptance and will receive information from AB including a map giving the location assigned to each product vendor.

# Automania

## Sales Tax Information

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### Sales Tax Information

<b>South Dakota Sales Tax License</b>	No charge
<b>Contact Information</b>	Teresa Nygaard South Dakota Department of Revenue 300 S Sycamore Ave, Ste 102 Sioux Falls, SD 57110 605.367.5800

- All vendors are required to pay taxes on sales of products sold. Applicable tax rates at this event include:
  - State Sales Tax = 4%
  - Brandon Municipal Sales Tax = 2%
  - Tourism Tax = 1.5%
  - Additional Tax on Sale of Food & Beverage = 1%
- The names of registered Automania 2016 vendors will be submitted to the South Dakota Department of Revenue. Each vendor will be responsible for submitting the appropriate tax, if any. An event return will be provided to all vendors to complete with SD sales tax license number if they have one, or to report the tax due from this event. Please contact the Dept of Revenue at the address above for more information.